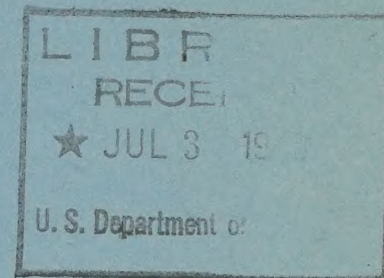
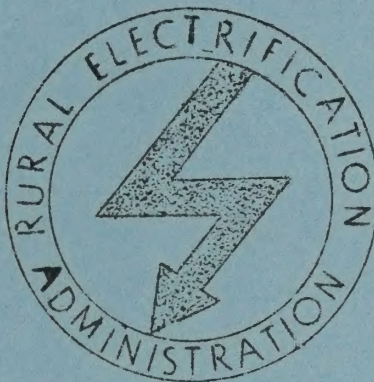


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PRE-ALLOTMENT PROCEDURE
FOR
SUPPLEMENTAL PROJECTS

THE PROCEDURE OUTLINED IN THIS PACKET SHOULD NOT BE USED WITH-
OUT AUTHORIZATION FROM THE DIRECTOR OF THE EXAMINING DIVISION



ISSUED BY: -

DEPARTMENT OF AGRICULTURE

U.S. RURAL ELECTRIFICATION ADMINISTRATION

WASHINGTON, D. C.

REVISED MARCH 1, 1940

THIS PACKET SUPERSEDES
ISSUE OF APRIL 1, 1939
AND ALL PREVIOUS ISSUES

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FOREWORD

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This pamphlet has been prepared as a brief statement of the procedure to follow in making applications for an additional allotment for your REA project. If you will follow closely the procedure as outlined, it will mean the early extension of electrical service to the farms of your proposed project area.

This is to be a community project. Its success is dependent upon the sincere interest of every member of the community.

NOTICE

This pamphlet has been prepared as a brief statement of the
provisions to follow in making applications for an additional
license for your car. It will tell you what to do
of electrical service to the house of your present house.
This is to be a community project. Its success is dependent
upon the sincere interest of every member of the community.

THE CHALLENGE
OF
MAXIMUM MEMBERSHIP

Across forty-five States, along thousands of miles of new REA-financed rural power line, you can trace the vast proof of that statement . . . The farmer comes to power when electric power goes to the farm.

Let that phrase sink in.

It embraces the faith, the experience, and the hope of the whole rural electrification program.

But it brings into relief as well the two-fold challenge of the program . . . First construction, then consolidation . . . First the building of lines, now the building of service.

Only as electric power goes to every possible farm along the energized lines will any system fulfill its purpose--to bring the farmer to power by taking electric power to the farm.

When construction is complete the first of the challenge is met. Concentration of members served must follow. The challenge of "Maximum Membership" must be met and licked. Men, money, and management can build the lines--take electric power to the farm. Cooperation can bring the farmer to power.

THE CHALLENGE
OF
WATERSHIP

Across forty-five States, along thousands of miles of new electric power lines, you can trace the road of the future. . . The future means to power when electric power goes to the farm.

Let that power speak for itself.

It answers the faith, the experience, and the hope of the whole rural electrification program.

But it brings into relief as well the two-fold challenge of the program. . . First conservation, then expansion. . . First the building of lines, now the building of service.

Only as electric power goes to every possible farm along the energized lines will any system fulfill its purpose--to bring the farmer to power by taking electric power to the farm.

When conservation is complete the time of the challenge is met. Conservation of resources never ends. The challenge of "maximum flexibility" must be met and shared. Then, energy, and management can build the lines--take electric power to the farm. Cooperation can bring the farmer to power.

SUPPLEMENTAL PROJECTS

With activity on earlier sections of a project well under way, a cooperative usually receives requests for the extension of service not only to farmers living in the immediate area and along the proposed project lines but also from the surrounding territory. It is highly important to give first consideration to the requests from persons living along the lines already constructed or under construction and time should be spent in soliciting these prospective members. They will increase the load and provide revenue at a relatively low investment per member.

In surveying new sections which will require extensions from the present line, keep in mind the location of the source of energy and the number of members per mile of line--round out your project. If a particular section appears to be thin, do not exclude it from the survey but make it a part of the supplemental application and if possible, secure larger guaranteed monthly minimum bills. The application will be examined in combination with the existing project, and, considering all sections together, it may be feasible to serve these thin sections. If the feasibility of a project is questionable, REA may delete a part of it at the time of examination.

In considering the expansion of your present system, avoid surveying territory which belongs to another cooperative. If your project, from the standpoint of source of power and line design, can best serve a particular section, have your board meet with the board of the neighboring cooperative and talk over the conflict in territory. This is a local matter and REA does not have the staff nor the time to engage in settling such disputes.

TRUSTEES, ATTORNEY, COORDINATOR

With few exceptions, the principles and suggestions for the development of an initial project, EX-13R2 - November 27, 1939, should be followed in making your survey for a supplemental application.

It is important that any new area be represented on the board of trustees in proportion to the number of members who will receive service. This may necessitate a readjustment and the resignation of a present member if the number of trustees cannot be increased. Every member of the project should have a voice in the management through his duly authorized representative.

The services of an attorney will be needed to prepare the documents necessary to borrow additional funds from REA. If your project is still under construction, your present attorney may handle these matters, or if construction has been completed and your attorney paid for his work, it will be necessary to re-employ him, or, in case he has proved unsatisfactory, employ some other attorney. Should the board desire to make any change in the project attorney at this time the Legal Division should be notified immediately.

As your project superintendent is already overburdened with work in carrying out the program of the first or preceding sections, REA feels that he should not devote a great deal of personal supervision to this survey and suggests that you employ a coordinator under the same terms and conditions as outlined for your initial development.

EXTENSIONS

Extensions to existing projects have been divided into two classifications: Class "A," all extensions under 1,000 feet; and Class "B," extensions over that figure.

Class "A" extensions may be financed from the member connection fund with the prior approval of the Division of Engineering and Operations.

Class "B" extensions should be worked up under the regular pre-allotment procedure and submitted to the Examining Division for approval. REA should be provided with a map, member tabulations and all other important details. If funds are needed for construction, a supplemental allotment will be considered. However, it may be possible to utilize money already allotted.

The procedure has been developed whereby members located in excess of the 1,000-foot free loop allowance from the existing lines may receive service from the cooperative lines by two plans. The first plan, which has been most commonly used by the cooperatives, is that of having the member pay the cost of constructing the extension which is in excess of the 1,000-foot free loop allowance. The second plan (which in each case is subject to prior approval by REA) is for the cooperative to construct the usual 1,000-foot free extension and the member to enter into a five-year contract with the cooperative to increase his regular monthly minimum bill. This increase in the monthly bill is to equal $1\frac{1}{2}\%$ of the cost of the extension in excess of the 1,000-foot allowance by the cooperative.

If, for instance, a member lives 2,000 feet from the cooperative main line, the cooperative will construct the first 1,000 feet

gratis. Assuming the construction of the second 1,000 feet costs \$80.00, the member's monthly minimum bill will be increased $1\frac{1}{2}\%$ of the \$80.00, or \$1.20. For this increased \$1.20 the member will receive \$1.20 worth of electric energy. Thus, if the regular established monthly minimum bill of the cooperative is \$3.00 and the increased bill is \$1.20, the member will pay for and receive \$4.20 worth of electricity per month. The amount of electricity received for this \$4.20 is derived by using the regular established retail rate in use by the cooperative.

It must be understood that the first 1,000-foot free loop allowance built by the cooperative includes all such items as transformers, lightning arresters, grounds, meter bases, meter, etc.

SPECIAL LIMITED SERVICE

If any proposed consumers want to sign for service using the small 600-watt transformer, write to the Examining Division giving full details before the supplemental application is submitted.

DETAIL MAP

In accordance with the instructions as outlined in EX-13R2 November 27, 1939, the first map to be prepared is the detail map, which will be on a scale of two inches to the mile. Before locating the proposed lines of your supplemental project the following items should be drawn on the map:

1. REA lines which are constructed, under construction or recently allotted. These lines are to be shown only at the points of contact with the proposed lines of this application.
2. Location of source of power.
3. Communication lines in the vicinity of the lines in this application.
4. Rural distribution lines (exclusive of REA lines) to be shown only in the vicinity of the lines in this application. Mark ownership, voltage and number of conductors.

The following set of standard symbols shall be used and included in the legend on each map:

12



Signed member applicant - both membership application and right-of-way easement has been signed.



Right-of-way granted only..



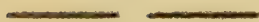
Prospective member - no forms signed.



Distance in feet from dwelling to proposed line as well as to center of nearest road or highway.



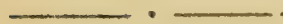
(Solid line) REA lines constructed, under construction, allotted or (exclusive of this application) pending with REA. Line about one sixteenth of an inch wide.



(Dash line) Proposed REA main lines (exclusive of services to be constructed from main lines to member's house, etc.) for this application. Line about one-sixteenth of an inch wide.



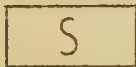
(Thin solid line) Service extensions from main line to structure on which meter is proposed to be located.



(Dot-dash line) Existing rural distribution lines (exclusive of REA lines). (Voltages 13,200 volts or less.) Line about one thirty-second of an inch wide.



(Two-dot-dash line) Transmission line. (Voltages exceeding 13,200 volts.) Line about one thirty-second of an inch wide.



Rectangle with solid lines indicates an existing source of power where no substation will be required.



Rectangle with dash lines indicates that substation will have to be constructed.

It is not expected that the above legend will be sufficient to meet all conditions. It is expected that explanatory notes may have to be added on the maps and that other symbols other than the above may be required. However, if additional symbols are necessary, they should be defined in the legend on the maps.

KEY MAP

The scale of the key map shall be one-half inch to the mile and should show the following:

1. State, county, township, range and section lines.

2. Location of all cities, towns and villages in the project area.
3. Principal rivers, lakes and railroads.
4. Present REA lines. (Or REA lines recently constructed, under construction, or allotted.) The number of phases, number of conductors and sizes and type of conductor should be clearly marked for each section of line. Mark the project designation on the lines of each project allotment.
5. Proposed REA main lines. The lines (exclusive of services necessary to be constructed from the main lines to the member's house, etc.) covered by this application.
6. Existing Transmission Lines. Existing transmission lines, together with the ownership, voltage and number of phases.
7. Source of Power. Show location, ownership, voltage, number of phases and, if practical, the KVA that can be obtained for the lines of this application. For voltages of from 11,000 to 13,200, indicate if neutral is available. Mark character of source, such as substation, transmission line, generating plant or distribution line. If the source of power is a substation, show the voltage on the high and low sides. Indicate if existing facilities are sufficient for the lines of this application or if new construction will be required.
8. Match lines for assembling detail sheets. The key map will be divided into areas, each of which corresponds to the same area on the corresponding detail map. Each area on the key map shall be marked prominently with the same number or letter which identifies the detail map.
9. Only members with special loads such as CCC Camps, irrigation pumps, etc., are to be shown on the key map. The power requirements should be indicated for these members.

WHOLESALE POWER

A supplemental project can probably use the same source of power as the initial project. If a new source is proposed for the supplemental project, get in touch with the proposed power source to secure a tentative wholesale rate quotation, and submit it to REA for approval.

RATES TO MEMBERS

After the project has been surveyed and all details submitted to REA, our Rate Engineers will determine whether the existing retail rate schedule is acceptable or whether some revision must be made.

CONCLUSION

As before, send to REA:

1. Two copies of preallotment maps, both key and detail.
2. Two copies of membership tabulation, certified correct by an officer of the Cooperative.

REPORT TO MEM

After the project has been surveyed, all details of the project will be determined. Whether the project is acceptable or not will be determined by the project manager. The project manager will determine whether the project is acceptable or not.

CONCLUSION

As before, send to MEM:

1. Two copies of the project report, one to the project manager and one to the project sponsor.
2. Two copies of the project report, one to the project manager and one to the project sponsor.

